

Arshad Nadeem

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Visa Status: Employment Visa



CAREER OBJECTIVE:

To become integral part of the organization. Where I can learn and explore my abilities for growth of the organization.

PROFESSIONAL EDUCATION:

Certificate: **CHRP (Certified Human Professional)**

Organization: **American Certification Institute**

Certificate: **Certified Human Professional Approved by KHDA (Dubai)**

Organization: **BLUE OCEAN**

Achievements CHRP:

- Assist in talent acquisition and recruitment processes.
- Visa application processes.
- HR Administration & Leave Management Process
- Assist in Training & Development across the organization.
- Assist in development and implementation of human resource policies.
- Support the HR Manager on the roll out & implementation of the Performance Management process.
- Manage the transactional elements of HR including HR reporting, maintaining Employee data, drafting employment contracts, assist with the implementation of various HR systems.
- HR data analysis such as staff turnover rate, attendance rate.
- Develop a good working relationship with other departments and all employees. Preparation of analytical reports as requested by the manager.

Organization: **GECO (AL BATHA GROUP)**

Tenure: **March 2016 – Till Present**

Work Assigned: **Administrative/Documentation /Warehouse/Logistics**

Responsibilities:

- Administrative tasks by keeping/entering employees data, update employment and status-change, on regular basis Passport, Visa, EID, keeping of all document's record.
- Provides Payroll information by collecting time sheets, Over Time Records for site Offices on daily basis.
- Documentation of Visa procedure, Salary Accounts Opening for all newly appointed Employees.
- Travel Arrangements coordinate with logistics team, Staff Transportation and Booking of New Arrivals.
- Maintaining records of all documents delivered, received from Head Office on daily basis
- Maintain monthly office stationery requirements by raising General Requisition Form.
- Coordination with all Departments for smooth functioning of site and head Office.
- Maintain all Vehicle Log Book and travel log book to keep all documents in Records.
- Ensure standards of quality, customer service, health and safety are met as per policies.
- Maintain/enhance store staff results by coaching, counseling and disciplining employees; planning, monitoring and appraising to meet the set goals & objective collectively.
- Supervise receipt of incoming, outgoing, items and posting GRN in System.

ACADEMIC EDUCATION:

	EXAMINING BODY:	YEAR
▪ Graduation (Economics)	Bahauddine Zakariya University, Multan	2005

COMMUNICATION AND INTERPERSONAL SKILLS:

- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Confidently able to work independently or in a team to deal effectively.
- Flair to organize & prioritize tasks to meet deadlines.

CERTIFICATION/ ADDITIONAL SKILLS:

- MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)
- MS Excel (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

TRAININGS & WORKSHOPS:

Building a Digital HR Organization Blue Oceans Year - 2018

- Creating a compelling employee experience
- Crafting Spaces that create culture
- Planning for a blended workforce
- Designing curated learning environments
- Developing career Mobility Options

Creative Problem Solving Blue Oceans Years - 2018

- CREATING MOMENTS OF MAGIC – CMOM
- Excel GURU Training
- Intermediate and advance levels of MS excel.

INTERESTS AND HOBBIES:

- Hobbies include anything to do in arts, music, poetry, reading historical books, philosophy. Enjoy and actively participate in a wide variety of sports and creative activities.

PERSONAL INFORMATION:

Father's Name : Allah Bukhsh
Date of Birth : 06 March - 1982
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